

Dear Parents,

We are very excited to begin another year of the Extended Care Program. Thank you for entrusting your child to our care. We are committed to providing a safe, fun, and caring environment. **Please fill out the attached forms. We need a current copy from each family!** Payments are always made through the business office. Please check with Susan Boettner if you have any questions.

**Please put our numbers in your cell phones!**

**Mrs. Rosemary Kapp 505-6837**

**Mrs. Carol Christen 545-0385.**

**Pick-up: Always check outside on the playground first!** If we are not outside, we will be in the cafeteria. There will only be 1 school door unlocked from 3-6. It is located between the school and the church. You may drive down between the school and church to park. Also, always check in with us before you leave with your child.

**A snack and a drink** will be provided daily. If your child feels that our snack is insufficient, he/she may bring additional snacks from home to be eaten during the snack time. **Please do not send hard candy or gum.** You may want your child to change into play clothes. Uniform shirts get dusty and dirty very quickly! **Please feel free to send in play clothes in his/her backpack. Label all of the items! Things can get mixed-up/lost!**

**Homework** time is provided daily. We monitor and help where we can. However, it is important that you check your child's homework daily. We have a lot of students to care for and we cannot be responsible for making sure everyone's assignments have been completed! The younger children will be drawing and playing games during homework time.

Each child must be picked up by a parent or other designated adult by 6:00 p.m. Please let us know if someone different is picking up your child or if you are delayed for any reason. **A late fee of \$1.00 per minute will be assessed after 6:00 p.m.** We understand that traffic jams happen! Please send us a text/e-mail if your child's schedule changes because of any extra-curricular activities during the Extended Day hours.

Feel free to contact us with any questions/concerns. We look forward to another successful year!

Sincerely,  
Rosemary Kapp  
[rkapp@gaschool.org](mailto:rkapp@gaschool.org)  
Carol Christen  
[cchristen@gaschool.org](mailto:cchristen@gaschool.org)



# Guardian Angels

## SCHOOL

### GUARDIAN ANGELS SCHOOL EXTENDED DAY PROGRAM

6539 Beechmont Avenue  
Cincinnati, Ohio 45230  
(513) 624-3141

### POLICIES FOR EXTENDED DAY PROGRAM

#### **I. Registration Policy**

1. Any child attending Guardian Angels School may enroll in the GA Extended Day Program.
2. Each individual student must be registered on a separate form, and a **\$75.00 non-refundable registration fee** per family is due **yearly** at the time of registration.

#### **II. Fee/Payment**

1. Payments are made through FACTS. Contact the business office if you have any questions concerning payments.
2. The fees are as follows:
  - \$12.00 a day for one child
  - \$23.00 a day for two children
  - \$5.00 per additional child
3. The charge for late pick-up (after 6:00 p.m.) will be **\$1.00 per minute per child**. This late fee must be paid in **cash** at the time of pick-up. Please call to let the staff know that you will be late. Habitual tardiness may be reason for dismissal from the program. Parents must establish back-up plans in case of tardiness.

#### **III. Extended Day Program Place and Hours**

1. The Extended Day Program begins at the end of the school day and ends at 6:00.
2. The Extended Day Program is held in the undercroft of church and the playground.
3. The Extended Day Program operates only when school is opened for the full day (8:00 a.m. to 3:00 p.m.). **If school closes early, so does the Extended Day Program.** (E.g. Early dismissal because of snow)
4. Students will be dismissed at the end of the school day and are to report to the cafeteria.
5. After check-in, the children will have a snack. **If your child is allergic to certain types of food, please let us know. If your child has needs for medication or uses an epi-pen or inhaler, please inform us by completing the appropriate form.**
6. After snack, the children will have play-time, either inside or outside. Playground equipment and games will be provided. Electronic games from home are not permitted. However, Kindles are fine, if your child wants to read!

7. The children will work on their homework until completed. If the older children do not have homework, we encourage them to read a book quietly. After the homework session is over, the children will have games to play with.

#### **IV. Emergency and Safety Procedures**

Since each child's safety is of utmost importance, the following Emergency and Safety Procedures are established.

1. Parents/Guardians must complete the Guardian Angels School Extended Day Program Registration Form and return to the school office/the Extended Care Directors.
2. Parents/Guardians/Authorized Adults must let the Extended Care staff know when you are taking your child/children home.
3. If an **emergency** arises and the parent/guardian cannot pick up a child by 6:00 p.m., please have a back-up plan to pick up your child/children. You must notify the Director of the Extended Day Program and give the names and a brief description as to who will be picking up your children. Please have your back-up person carry picture identification with them.
4. Children who will be leaving the Extended Day Program for another activity must either hand-deliver a note to the Director or check to make sure that the parent has left the appropriate message for their dismissal.
5. The Director of the Extended Day Program must be notified of any activities on Guardian Angels Parish property in which your child/children will be participating during the hours of the program. Examples of these activities are sports, scouts, band, chorus, drama club and Spanish Program. Any child arriving late or leaving early directly from the Extended Day Program for an activity on parish property must provide written permission/e-mail from their parent.

#### **V. Absentee Policies**

In the event of your child's illness, please notify the school's Attendance Line when you call your child in sick in the morning that your child will also not be attending the Extended Day Program. The Administrative Assistant will inform the Extended Day Director of your child's absence. If your child has contracted a communicable disease or infection (such as chicken pox or lice), please inform us so that we can take the appropriate action.

## **VI. Discipline Policies**

Children are expected to behave and follow Guardian Angels School's Discipline Policy in the Extended Day Program. Behavioral problems will be dealt with in the following ways;

1. The Director of the Extended Day Program/teacher will talk with the child.
2. If negative behavior continues a second time, the child will receive a time out or another appropriate punishment.
3. If behavioral concerns continue a third time, parents will be notified. A parent-director-principal conference may be warranted.
4. The Director of the Extended Day Program may issue a suspension from the program for a child who continues negative behavior.
5. In the event of a second suspension, the child may be dismissed from the program.
6. Negative behaviors include:
  - a. disrespect to extended care staff or other students
  - b. bullying or harassment of another child
  - c. physical fighting
  - d. refusing to follow directives of the staff
  - e. running away from the group
  - f. destroying school's property
  - g. destroying another student's property
  - h. stealing
  - i. rough play
  - j. inappropriate language or gestures

## **VII. Afternoon Snacks**

An afternoon snack and drink will be provided to the students. If you wish to send an additional snack, please feel free to do so. Gum and hard candy are not permitted.

## **VIII. Miscellaneous Information**

1. **Please notify the Extended Day Program Director of any changes in phone numbers, addresses, employment or emergency phone numbers!**
2. Please feel free to schedule a meeting with the Extended Day Program Director.
3. Please remember to send the children with weather appropriate clothing.
4. **Children may bring a change of clothes to play in.**



**GUARDIAN ANGELS SCHOOL EXTENDED DAY PROGRAM  
REGISTRATION**

**Complete a separate form for each child**

**Annual \$75.00 non-refundable registration fee per family must be included with this registration form.** Check made payable to: **Guardian Angels School**

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Child's Birth Date: \_\_\_/\_\_\_/\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Registering for: (Circle All Appropriate)

Monday      Tuesday      Wednesday      Thursday      Friday

**PARENT/GUARDIAN WORK INFORMATION**

Father's Name: \_

Place of Employment: \_\_\_\_\_ Days/Hours: \_\_\_\_\_

Work #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_

Place of Employment: \_\_\_\_\_

Days/Hours: \_\_\_\_\_

Work #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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**FEES/PAYMENTS:**

Refer to Extended Day Policies for Fees and Payment options.

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# Guardian Angels SCHOOL

## AUTHORIZED PICK-UP/EMERGENCY CONTACTS

(Please attach a recent photo for each.)

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone Numbers During Extended Day Program Hours: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone Numbers During Extended Day Program Hours: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone Numbers During Extended Day Program Hours: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

## HEALTH HISTORY

Please list any **allergies** (food, insect, plants) your child has:

\_\_\_\_\_

Please list any dietary needs you child has: \_\_\_\_\_

Please list any regular Medicines your child takes: \_\_\_\_\_

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**Note:** Extended Day Program personnel will not dispense any medications.

\_\_\_\_\_

## AGREEMENT

I wish to register my child in the Guardian Angels School Extended Day Program. I fully understand that my Registration Fee of \$75.00 per family submitted with this form for admission into the program is non-refundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give permission for the Director and Staff of the Extended Day Program to view any pertinent health and school records concerning my child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_